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| Post: | Policy and Public Affairs Lead |
| Post No: |  |
| Location: | All Wales, with offices in Cardiff or St Asaph |
| Pay Band: | B2 - £35,475 - £42,468 |
| Line Manages: | n/a |
| Reports To: | Communications and Public Affairs Manager |
| Contract Type:  | Permanent  |

**Role description**

The purpose of the job is to:

* Monitor policy developments that have implications for the work of Social Care Wales
* Monitor the work of the Assembly, Government and other organisations, and inform and advise senior colleagues by providing regular updates and compiling a weekly digest
* Prepare briefings for the Chair and Chief Executive for selected meetings, drawing together relevant evidence
* Co-ordinate the organisation’s responses to consultations, ensuring they are of a consistent standard
* Prepare strategy papers on various topics that can help inform the direction and decision-making of the organisation
* Support the organisation’s engagement with its partners and stakeholders

It is essential that the post-holder is capable of carrying out all tasks and responsibilities equally competently in Welsh and English.

Main Duties:

Monitor policy developments and other intelligence that have implications for the work of Social Care Wales and inform senior and middle management and also advise senior and middle management andrecommend how we should respond.

Work with a specialist external agency to monitor the work of the Assembly, Government and other organisations, and inform senior colleagues by providing regular updates and compile a weekly digest on developments relating to policies and legislation and matters/issues on the horizon.

Advise, and work with, the Chief Executive, Directors and managers on their engagement with Ministers and senior Welsh Government officials, including our sponsors.

Develop and organise an annual plan of engagement with Ministers and Assembly Members (AMs) including, in particular, spokespeople on care and members of key committees and cross-party groups.

Write and distribute regular bulletins for AMs at opportune times, alongside the bulletins for other stakeholder groups. This circulation should also include the 22 social care portfolio owners in each local authority in Wales, as well as other prominent opinion formers.

Produce briefings and/or arrange events for AMs on our main issues or developments e.g. registration of domiciliary care workers, the care at home strategy and the attraction and recruitment campaign.

Monitor and evaluate the success of work with AMs by commissioning research of the perceptions held by the politicians that have been targeted.

Prepare briefings and presentations for the Chair, Chief Executive and senior management for selected meetings, which may include giving evidence to an Assembly committee, drawing together relevant evidence.

Seek out relevant consultations from other organisations, to which it would be beneficial for Social Care Wales to provide a response.

Co-ordinate the organisation’s responses to consultations, ensuring they are of a consistent standard and submitted in a timely manner.

Prepare strategy papers on various topics that can help inform the direction and decision-making of the organisation.

Constantly seek out influential organisations or groups which could be a priority for engagement and assist Social Care Wales in achieving its objectives.

Develop strong relationships with policy groups, academia and ‘think tanks’ in Wales and UK-wide, especially relating to social care policy, but also in other fields that can have an impact on how well we can achieve our ambitions, such as the economy, skills, education, health etc.

Engage effectively with partners, particularly in other sectors. This includes organising events (particularly at the Royal Welsh Show and National Eisteddfod); contributing to the organisation’s engagement strategy and plans; and advising others on engagement.

Establish a key contacts list of the national bodies and main stakeholder groups, helping keep it up-to-date and accessible to all in the organisation.

Help raise the profile and understanding of the social care sector, as opposed to Social Care Wales, among the networks and groups you engage with.

Support work to publish our data in way that’s clear and understandable.

Support the Communications and Public Affairs Manager in developing and implementing initiatives to help Social Care Wales develop better relationships with its main stakeholder groups.

Assist with the team’s responsibilities for editing and publishing on the Social Care Wales website.

Participate in, and support, the team’s activities on social media as and when required.

Deputise for the Communications and Public Affairs Manager, as and when required.

Provide effective, efficient and economic resource management, budgeting and monitoring for all areas of responsibility.

Develop relationships with key contacts in other relevant organisations that will assist in promoting the work and reputation of Social Care Wales.

**2. General**

Maintain confidentiality when dealing with sensitive, personal or confidential information.

Promote the effective integration of the Social Care Wales values, anti-discriminatory practice, equal opportunities and the Welsh Language Scheme throughout all aspects of work, and place service users at the heart of the agenda.

Respond proactively to colleagues, participate in team working, work to corporate policies and procedures and contribute to the running of Social Care Wales.

Promote good working relationships with partners and customers within Wales and other countries in the UK.

Undertake relevant training and, where required, assist with the training of others.

Undertake other duties that may reasonably be requested which are appropriate to the level of the post.

**Person specification**

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| Post: | Policy and Public Affairs Lead  |

We expect all our staff embrace and demonstrate behaviour that is in line with our organisational values.

**Respect Everyone**

Seeing people as Individuals and treating everyone with dignity and respect

**Professional Approach**

Acting responsibly and appropriately, holding each other to account.

**Always Learning**

Improving ourselves and supporting others to be the best we can be.

**Involve People**

Encourage and enable everyone to work together

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|  | Essential | Desirable |
| Qualifications | Relevant degree or a good level of education supported by substantial experience.Evidence of continuous professional development. |  |
| Knowledge | Knowledge of the political and legislative system in Wales and the UK, how it works and its potential impact on our objectives.Sound knowledge of current and future challenges facing the sector.  | Has existing contacts with political advisors and officials at the National Assembly |
| Experience | Experience of working in a policy environment, including the use of research and analysis to reach conclusions Track-record of building effective internal and external stakeholder relationships. | Experience in the public sector within a regulatory body. |
| Skills & Attributes | Ability to form strong working relationships with senior people in politics and from other stakeholder groups.Diplomatic and persuasive, able to convey the opinion of the organisation on topics/issues, even when they may not agree that view personally.Proven networking and negotiating skills and the ability to manage working groups.Highly-organised and process-driven but outcome-focused.Strong analytical ability and highly effective written and oral communication skills. Able to present complex information in an understandable way to a range of audiences.Able to work on own initiative and have strong organisational skills to manage and prioritise a range of activities reliably and in a timely manner.Experienced at providing wide-ranging advice and guidance to senior management and at Board level.**Language requirements**Listening and speaking: Able to fulfil all spoken aspects of the post through the medium of English and Welsh. Reading and understanding: Able to use and interpret information from various sources through the medium of English and Welsh.Writing: Able to write routine work related material through the medium of English and Welsh |  |

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**Confidential**

**Application form**

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| Post applied for: | Policy and Public Affairs Lead |

For HR use only:

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| Candidate Reference Number |  |

**Application form Confidential**

This form will need to be photocopied, please type or write clearly in black ink – Please do not remove any of the perforated pages.

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| **Personal details** |
| Last name - Mr/Mrs/Ms/Miss   |
| First Names(s) |
| Home Address |
| **Telephone No.** | Daytime: | Home: |
|  | Mobile: | e-mail: |

**References**

Please give details of two previous employers to whom we may apply for a reference. One of these must be your present or most recent employer - if applicable.

**References for all shortlisted candidates will be taken up prior to the interview.**

**If you do not want us to contact your referees at this stage please tick the box:**

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| --- | --- |
| 1. Name: | 2. Name: |
| Job Title: | Job Title |
| Capacity: | Capacity: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone: | Telephone: |
| e-mail: | e-mail: |

**Relationships**

Have you any friends or relatives employed by the Social Care Wales? If so, please provide name(s) and relationships with those named:

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**Legal status to work in the UK**

Do you have the legal right to work in the UK? Yes/No

If ‘YES’ but there are conditions attached, for example start or finish dates, please give details:

If ‘NO’ what type of permit do you require?:

**Availability**

Are there any dates during the next two months when you cannot attend for interview?

**Education/qualifications**

Please give name and type of establishment, beginning with Secondary School and list qualifications gained.

| **Establishment** | **Qualifications** |
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**Membership of professional bodies and professional qualifications**

Please give details of your membership of professional bodies and the level of qualification attained.

| **Date**  | **Professional Organisation** | **Level of membership attained** |
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**Additional training**

Please detail any further or specialist training undertaken or continuing professional development.

**Employment**

If you are a school/college leaver include details of holiday jobs.

**Present or last employer**

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| Name, address and nature of business: |
| Position held and responsibilities: |
| Dates (Month and Year) From: To: |
| Salary (now or on leaving): |
| Notice Period: |
| Reason for leaving: |

**Previous employers**

Starting with the most recent. Add more rows if necessary.

| **Name and nature of business** | **Position held and responsibilities**  | **Duration - months and years** |
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**Person Specification**

Please explain how you meet the following criteria by providing examples from previous experience *(please note: the boxes will expand as you write in them)*

**Essential**

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| Knowledge of the political and legislative system in Wales and the UK, how it works and its potential impact on our objectives |
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| Sound knowledge of current and future challenges facing the sector |
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| Experience of working in a policy environment, including the use of research and analysis to reach conclusions |
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| Track-record of building effective internal and external stakeholder relationships. |
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| Ability to form strong working relationships with senior people in politics and from other stakeholder groups |
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| Proven networking and negotiating skills and the ability to manage working groups |
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| Able to work on own initiative and have strong organisational skills to manage and prioritise a range of activities reliably and in a timely manner |
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| Listening and speaking: Able to fulfil all spoken aspects of the post through the medium of English and Welsh. Reading and understanding: Able to use and interpret information from various sources through the medium of English and Welsh.Writing: Able to write routine work |
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**How did you hear about this position?**

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**Declaration**

I confirm that the details of this application and the evidence of competency provided in support of it, are to the best of my knowledge true and accurate; and I consent to Social Care Wales processing, by means of a computer database or otherwise, any information I have provided for the purposes of employment with Social Care Wales.

Signature**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_